

 <p>LGMA LOCAL GOVERNMENT MANAGEMENT ASSOCIATION OF BRITISH COLUMBIA</p>	<p>MINUTES DIRECTORS MEETING March 8, 2024 8:30 a.m.- 12:30 p.m. PST Lillooet Room, River Rock Hotel, Richmond BC and/or Zoom</p>
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In attendance:

President	Curtis Helgesen
Vice President	Douglas Holmes
Treasurer	Keri-Ann Austin
Director at Large	Maureen Connelly
Director at Large	Angila Bains
Director at Large	Laurie Mercer
West Kootenay Boundary	Bryan Teasdale
Rocky Mountain	Jon Wilsgard
Vancouver Island	Michael Dillabaugh
Thompson Okanagan	Jennifer Sham
North Central	Alice Johnston

Regrets:

Past President	Corie Griffiths
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Staff:

Executive Director	Candace Witkowski
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Guests:

CEO, MFABC	Peter Urbanc
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Call to Order

The meeting was called to order at 8:31 a.m. by the President.

The President began by acknowledging that the Board meeting takes place on the traditional territories of the Musqueam [musk-wee-am], Squamish, or Tsleil-Waututh [slay-wah-tooth] peoples and encouraged the Board members to consider and reflect on the traditional territories where they reside.

The President also acknowledged that today is International Women's Day and thanks the women of the LGMA Board and staff team.

Agenda

MOVED by Douglas Holmes,

Seconded by Bryan Teasdale, That the agenda be approved as amended.

CARRIED

Minutes

MOVED by Jon Wilsgard,

Seconded by Maureen Connelly, There were no errors or omissions, and as such the minutes of the board meeting on December 8, 2023 shall be adopted.

CARRIED

President's Report

The President shared the following verbal report:

It seems like the Association, along with those on the Board, have started 2024 by hitting the ground running. It has been a busy but productive start to the year. A few weeks ago, I attended the 2024 CAO Forum in Vancouver, BC and saw a great turn out; it was great to see representation from all around the province. A big thanks goes to the CAO Advisory Committee and the session speakers for their excellent work in delivering a robust program. I'm proud of our recent edition of *Exchange*, which focused on highlighting examples of how local governments are enacting *DRIPA*, something I know we are all learning about and working on. I'm excited to be supporting the Association as we gear up for Annual Conference, look forward to the results of our Member Needs Survey, which will inform our 2025-2029 Strategic Plan.

MOVED by Douglas Holmes,

Seconded by Keri-Ann Austin, That the President's report be received.

CARRIED

Financial Management Section

The Financial Management Chair presented the Financial Management Committee Report.

Note: The Committee did not have quorum, so the following items are put forward by the Committee as recommendations.

Action Agenda

2023 Fourth Quarter Financial Report with Projections to Year-End

MOVED by Angila Bains,

Seconded by Maureen Connelly, That the Financial Statements to December 31, 2023 be approved;

CARRIED

2023 Year-End Investment and Reserve Report

MOVED by Douglas Holmes,

Seconded by Michael Dillabaugh, That the Board receive the 2023 Investment and Reserve year-end projections for information.

CARRIED

2023 Surplus Report

MOVED by Douglas Holmes,

Seconded by Alice Johnston, That the Board approve, A transfer of \$241K of the 2023 surplus to the Operating Reserve to offset the 2024 budget deficit.

CARRIED

MOVED by Douglas Holmes,

Seconded by Michael Dillabaugh, The remaining \$74K of the 2023 surplus be allocated to the Program Reserve to support the development of new programs.

CARRIED

Chapter Standing Committee's 2023 Fourth Quarter Financial Reports

MOVED by Angila Bains,

Seconded by Curtis Helgesen, That the Q4 Chapter Standing Committee of the LGMA Reports be approved:

- The Rocky Mountain Chapter Standing Committee of the LGMA Report
- The Thompson-Okanagan Chapter Standing Committee of the LGMA Report
- The Vancouver Island Chapter Standing Committee of the LGMA Report
- The West Kootenay Boundary Chapter Standing Committee of the LGMA Report

CARRIED

Risk Matrix

MOVED by Jennifer Sham,

Seconded by Alice Johnston, That the March 2024 Risk Matrix be received for information.

CARRIED

Tourism Nanaimo Grant Report

MOVED by Michael Dillabaugh,

Seconded by Maureen Connelly, That the Board receive the grant report for information.

CARRIED

Consent Agenda

MOVED by Angila Bains,

Seconded by Michael Dillabaugh, That the following items contained in the Financial Management Consent Agenda- Progress Report be received:

- Short to Medium Term Opportunities
- In Progress
- Successes

CARRIED

Governance Section

Governance Committee Report

The Governance Committee Chair presented the Governance Committee Report.

Board Succession Planning

MOVED by Jon Wilsgard,

Seconded by Keri-Ann Austin,

That the Board Succession Planning Report be received, and

That the AGM and Board Election be held Thursday, June 13, 2024.

CARRIED

Member Needs Survey Update

MOVED by Alice Johnston,

Seconded by Jon Wilsgard, That the Member Needs Survey Update be received for information.

CARRIED

Strategic Planning Update

MOVED by Keri-Ann Austin,

Seconded by Curtis Helgesen,

That the Executive Director will recommend to the Governance Committee the selection of the Strategic Planning consultant and the Governance Committee can provide high-level direction as required; and

That the Board receive the Strategic Planning process update for information.

CARRIED

Overseas Exchange Program Report

MOVED by Maureen Connelly,

Seconded by Laurie Mercer, That the Board receive the Overseas Exchange Program Report for information.

CARRIED

Volunteer Strategy Report

MOVED by Alice Johnston,

Seconded by Bryan Teasdale, That the Board receive the volunteer strategy report for information.

CARRIED

Strategic Education Alliance

Peter Urbanc joined the meeting at 11:00 a.m.

Peter Urbanc left the meeting at 11:23 a.m.

Ministry Grant Funding Opportunity

MOVED by Bryan Teasdale,

Seconded by Michael Dillabaugh, That the Board of Directors direct the Executive Director to endorse the Ministry of Municipal Affairs to provide one-time financial support (estimated \$1.25 - \$1.5 million) to deliver a 3-year internship and mentorship pilot program.

CARRIED

Member Awards

MOVED by Maureen Connelly,

Seconded by Alice Johnston, That the Board approve the new member awards categories of Regional Chapter (individual or executive) and the Most Impactful New Professional and adopt the proposed revisions to the Membership Policy amended.

CARRIED

Consent Agenda

MOVED by Alice Johnston,

Seconded by Bryan Teasdale, That the following items contained in the Governance Committee Progress Report be received:

- *Short to Medium Term Opportunities*
- *In Progress*
- *Progress Report-Complete*

CARRIED

Professional Development and Education Section***Professional Development and Education Committee Report***

The Professional Development and Education Committee Chair presented the Professional Development and Education Committee Report.

Action Agenda:***LGLA Update***

MOVED by Douglas Holmes,

Seconded by Bryan Teasdale, That the verbal update from the LGLA representative be received.

CARRIED

Volunteer Appointments***Elections Committee***

MOVED by Angila Bains,

Seconded by Bryan Teasdale, That Tamarra Wong, Manager, Business and Election Services, City of Vancouver be appointed to the Elections Advisory Committee for a term to expire December 31, 2027.

CARRIED

Corporate Officer Advisory Committee

MOVED by Angila Bains,

Seconded by Bryan Teasdale, That the Professional Development and Education Committee recommend to the LGMA Board the following appointment Lauren Olynick to the Corporate Officers Committee for a term ending December 31, 2024

CARRIED

Advancing Equity Working Group

MOVED by Douglas Holmes,

Seconded by Maureen Connelly, That the LGMA Professional Development & Education Committee and Board of Directors receive Cynthia White's representation on the Advancing Equity Working Group for information.

CARRIED

Annual Conference Venues for 2025 and 2026

MOVED by Maureen Connelly,

Seconded by Jon Wilsgard, That LGMA staff be authorized to negotiate contracts for Richmond in June 17-19, 2025, and Penticton for June 8-11, 2026.

CARRIED

MOVED by Maureen Connelly,

Seconded by Douglas Holmes, That the Board direct the Executive Director to assess the feasibility of hosting the Annual Conference in Prince George in future years.

CARRIED

Consent Agenda

MOVED by Bryan Teasdale,

Seconded by Curtis Helgesen, That the following items contained in the Professional Development and Education Progress Report be received:

- *Short to Medium Term Opportunities*
- *In Progress*
- *Progress Report*

CARRIED

Maureen Connelly left the meeting at 11:24 a.m.

New Business

Angila Bains left the meeting at 11:25 a.m.

IIMC Nomination - Quill Award

MOVED by Douglas Holmes,

Seconded by Keri-Ann Austin, That the Board endorse the President to write a letter of reference in support of Angila Bains' nomination to IIMC Quill Award.

CARRIED

Angila Bains returned to the meeting at 11:28 a.m.

LGLA Board Representation

MOVED by Douglas Holmes,

Seconded by Michael Dillabaugh, That the LGLA representative be appointed in consultation with the Executive Director following the LGMA elections each year and that, where possible, the appointment be for two years.

CARRIED

Correspondence

N/A

Chapter Reports

Lower Mainland

n/a

Rocky Mountain

The Rocky Mountain Chapter Director noted the Chapter is well-energized by the regional membership renewal engagement. Efforts are underway in coordinating the upcoming WKB-RM Joint Chapter Conference, April 24-26. The Chapter promoted the LGMA's Member Needs Survey. Additional efforts are underway to explore additional learning opportunities for the Chapter. This year, the Chapter will also host its annual CAO, CFO, and possibly CO gathering to engage in peer learning opportunities.

Thompson-Okanagan

The TOLGMA Chapter is preparing its regional Chapter Conference May 15-17 and are excited to bring important topics such as AI, emergency management, and other priority items which will be of value to the members.

Vancouver Island

The VILGMA Chapter is exploring fall dates for their Chapter Conference and identifying topics for consideration.

Maureen Connelly rejoined the meeting at 11:44 a.m.

North Central

The NCLGMA is planning an online Chapter Conference and AGM on April 26, and additional efforts are underway to enhance membership engagement.

West Kootenay Boundary

The WKB Chapter Representative noted efforts are underway to deliver the joint Chapter conference, as noted by the RM Chapter Director. The Chapter has been actively engaging the membership and staying on top of professional movement in the region. Identifying activities for peer learning and networking in the fall as well.

MOVED by Maureen Connelly,
Seconded Douglas Holmes, That the Chapter reports be received.

CARRIED

In Camera

MOVED by Keri-Ann Austin,
Seconded by Alice Johnston, That the Board move In Camera at 11:52 a.m.

CARRIED

The regular meeting resumed at 12:51 p.m.

The next board meeting will be 8:30 - 12:30 p.m. on Monday, June 10, 2024 in Victoria, BC (and via Zoom), location TBD.

Adjournment

MOVED by Maureen Connelly,
Seconded by Michael Dillabaugh, That the meeting adjourn at 12:52 p.m.